



PRE-APPLICATION MEETING REQUEST

The Department of Environmental Quality's (DEQ) Land and Water Management Division (LWMD) has established a voluntary process for meeting with staff prior to submitting a permit application under Part 301, Inland Lakes and Streams, and Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. If you would like to request a pre-application meeting with LWMD staff, please submit the following information to your local LWMD district office:

1. The Pre-application Meeting Request Form. You must provide all requested information to allow us to process your request.
2. A map indicating the location of your project site (a county map or one obtained from an internet mapping system, is acceptable). This map should include all streets, roads, intersections, highways, and a north arrow.
3. If the applicant is not the property owner, a letter from the landowner authorizing the DEQ to meet with the applicant and/or agent and enter the property described on this form for the purposes of the pre-application meeting.
4. The appropriate fee (as shown below), paid using credit card or electronic check.
5. A preliminary site plan, if available.

Please keep in mind that providing any other available information may allow staff to better evaluate your project. Other information that may be helpful in LWMD's review includes photographs of the site, aerial photos, more detailed site plans, etc. You may also provide a draft permit application. (The permit application is available at www.michigan.gov/jointpermit.)

Indicate on the form whether you wish to meet in the district office or at the project site. A current district contact information map may be viewed on the DEQ Web site above. Please submit the form and appropriate fee to the address provided on the Web site for your local district office, or you may also submit the form to: Department of Environmental Quality, Land and Water Management Division, Permit Consolidation Unit, P.O. Box 30204, Lansing, Michigan 48909-7704.

Staff of the LWMD will contact you to schedule a meeting at a mutually convenient time. Meetings will be scheduled as soon as staff time and/or weather conditions allow. A meeting may be rescheduled if you provide at least 24 hours advance notice. If you need to cancel a pre-application meeting, you may do so up to 24 hours (not including weekends or holidays) prior to the scheduled meeting with a full refund. No refund will be given if the meeting is canceled by you with less than 24 hours notice.

FEES

TYPE OF PRE-APPLICATION MEETING	FEE
Single-family residential lot less than 1 acre in size	
Meeting in district office	No Charge
Meeting on site	\$ 100.00
Other pre-application meeting in district office	\$ 150.00
Other meeting on project site	
First acre or portion of acre of project area	\$ 250.00
Each additional acre or portion of acre	\$ 50.00
Maximum	\$ 1,000.00
Example: 4.7 acres = \$250 + (4 x \$50) = \$450.	

**DEPARTMENT OF ENVIRONMENTAL QUALITY
LAND AND WATER MANAGEMENT DIVISION
PRE-APPLICATION MEETING REQUEST**

DEQ FILE NO.-FOR OFFICIAL USE

Applicant

Applicant:	
Address:	
City:	State: Zip:
Phone:	Fax:
Email:	

Property Owner

Property Owner:	
Address:	
City:	State: Zip:
Phone:	Fax:
Email:	

Agent (if applicable)

Agent:		Company:	
Address:			
City:		State: Zip:	
Phone:	Fax:	Email:	

Site location

Address:		Township/City:		Zip:
County:	Town:	Range:	Section:	
Project Name:				
Directions (nearest major intersection and directions from major intersection):				

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1. The meeting is requested at the ☐ Project site or ☐ DEQ district office
2. DEQ staff should contact ☐ the Applicant or ☐ Agent
3. Is the proposed project a single family residential lot one acre or less in size? ☐ Yes ☐ No

GENERAL INFORMATION

Project description (use additional sheets if necessary): _____

Estimated total project area (acres): _____

Will wetlands be involved? (Yes, No, Unsure) *Circle one*

Estimated acreage of impact _____

Has a wetland delineation been conducted? (Yes, No) *Circle one*

Estimated cubic yards of fill _____

Will inland lakes and streams be involved? (Yes, No, Unsure) *Circle one*

Waterbody name _____

Will floodplains be involved? (Yes, No, Unsure) *Circle one*

Other resources involved (Critical Dunes, High Risk Erosion Areas, etc.): _____

SIGNATURE

I hereby certify that I am familiar with the information contained in this application, that it is true and accurate. I understand that there are penalties for submitting false information and that any finding pursuant to this request may be revoked if information on this request is untrue.

Signed _____

Date _____

DEQ FILE NUMBER _____**MEETING HELD**

Date _____,

Location _____

ATTENDEES

STAFF COMMENTS

FINDINGS REGARDING THE NEED FOR A PERMIT UNDER PART 301, INLAND LAKES AND STREAMS, AND PART 303, WETLANDS PROTECTION, OF THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT, 1994 PA 451, AS AMENDED

The Department of Environmental Quality has determined that:

- ☐ A permit is required. Please reference the file number at the top of this form when submitting a permit application.
- ☐ A permit is not required. **(This can only be determined for meetings on the project site.)**
- ☐ It can not be determined whether a permit is required given the information presented.

This determination is based on the attached project plans prepared by _____ and dated _____ and other attached information provided at the time of this meeting only. Provided that the proposed project and location are not altered, this determination is binding for a period of two years from the date of this meeting.

DEQ Staff Signature_____
Date

THIS DOCUMENT IS NOT A PERMIT Staff can not indicate during a pre-application meeting whether or not a permit will be issued. The DEQ cannot make a decision regarding a permit until it has considered all of the information provided in the final permit application, and, in some instances, has also considered comments received in response to a public notice of the project. Therefore, staff cannot legally tell you whether your project will be authorized in advance of a permit application. They can, however, give you information that will improve the likelihood that it will meet regulatory standards, and thus be authorized, or they may also be able to identify issues which will be of significant concern.